250 Ms-Excel Keyboard Shortcuts

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Microsoft Excel having so many unbelievable capabilities that are not instantly perceived. Shortcut keys are most useful and usable to save the time.

Shortcut keys help to provide an easier and usually quicker method of directing and finishing commands in Microsoft Excel. Mostly we prefer to use the shortcuts as it's kind of amazing how much time we can save by not using the mouse clicks. Shortcut keys are commonly accessed by using the ALT, Ctrl, Shift, Function key and Window key.

We really liked that windows gives us multiple ways to perform the task in Excel, let's say we want to save a file, either we can press the key "Ctrl+S" or "Shift+F11".

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Keyboard shortcuts for Dialog Box:-

Shortcut Keys	Description
Alt + F8	Macro dialog box
Alt + '	To open format style dialog box
Ctrl + 1	Format cells dialog box
Shift + Ctrl + F,F	To open the Font tab in Format cells dialog box
Ctrl + Alt +	To displays the "Paste Special" dialog box
Ctrl + T	To display the Create Table dialog box
Ctrl + Shift + F	To display the Format cells dialog box
Esc	Cancel the Command and close dialog box

Entering Data shortcuts:-

Shortcut Keys	Description
Ctrl + Shift + :	To insert current time
Ctrl + '	Fill the above formula in down
Ctrl + :	To insert current time
Ctrl + ;	To insert current date
Ctrl + R	To fill the right
Ctrl + Y	To redo the last action
Ctrl + DEL	To delete to end of word

File Commands:-

Shortcut Keys	Description
Shift + F11	To insert new worksheet
Shift + F12	To save the file
Ctrl + F12	To open the file
Ctrl + Shift + F12	To give the print
Alt + Shift + F2	To save the file
Ctrl + P	To print the file
Ctrl + S	To save the file
Ctrl + W	To close the file
F12	To Save as the file
Ctrl + F2	To print the file
PGUP	Go to page up
PGDN	Go to page down
←	Go to left
→	Go to right
↑	Go to up
↓	Go to down
Tab	Indent
Enter	Go to new line

Keyboard shortcuts for Format:-

Shortcut Keys	Description
Ctrl + X	To cut the value
Ctrl + Shift + ~	To convert into general format
Ctrl + Shift + #	To convert into date format
Ctrl + Shift + $	To convert into currency format
Ctrl + Shift + %	To convert into percent format
Ctrl + Shift + ^	To convert into expontential format
Ctrl + +	To insert the row
Ctrl + -	To delete the row
Ctrl + 2	To make font Bold
Ctrl + 3	To make font Italic
Ctrl + 4	To underline the Font
Ctrl + 6	To show/hide objects the View
Alt + Enter	To Start the new line in same cell
Ctrl + Shift + F	To open the Font tab in Format cells dialog box
Ctrl + Shift + P	To open the Font tab in Format cells dialog box
Ctrl + B	To make font Bold
Ctrl + U	To underline the font

Ctrl + V	To paste the data
Ctrl + Shift + !	To comma format
Shift + F2	To edit cell comment
Ctrl + I	To make the font Italic
Ctrl + Shift + 1	To format number in comma format.
Ctrl + Shift + 4	To format number in currency format.
Ctrl + Shift + 3	To format number in date format.
Ctrl + Shift + 5	To format number in percentage format.
Ctrl + Shift + 6	To format number in scientific format.
Ctrl + Shift + 2	To format number in time format.

Formulas shortcuts:-

Shortcut Keys	Description
F4	To repeat the last action
Ctrl + Alt + F9	To calculate the worksheet in all open workbook
Ctrl + Alt + Shift	To rechecks dependent formula
Ctrl + F3	To define the name
Ctrl + Shift + F3	To create the names in row and column
Alt + =	Sum Function
Ctrl + `	To display formula
Ctrl + Shift + A	To insert the argument names into formula
Ctrl + '	To copy formula from cell above
F3	To paste name into formula
F9	To evaluate the part of formula
Shift + F3	To paste function into formula
Ctrl + Shift + F2	To go to last position
Ctrl + Shift + F8	To step out
Ctrl + Shift + F9	To clear all breakpoints
Ctrl + Shift + Enter	To Enter the Formula as an Array formula
Ctrl + Shift + U	Toggle Expand or Collapse formula bar

General keyboard shortcuts:-

Shortcut Keys	Description
Alt + ⬇	To display Auto complete list
Ctrl + 8	To toggle outline symbols
Alt	To activate menubar
Ctrl + K	To add the hyperlink
Ctrl + Z	To undo the last action
F11	To create the Chart
Shift	Hold down shift for additional functions
Shift + F4	To find next
Shift + F5	Find the value
Alt + F1	To insert chart
F1	To open Excel help
F5	To open 'Go To' dialog box
F7	To open spell checker dialog box
F10	To activate menubar
Shift + F7	To view object
Shift + F8	To add selection
Shift + F9	Quick watch
Shift + F10	To Show right click menu
Ctrl + F4	To close the window
Ctrl + F10	To activate menubar

Shortcut	Description
Alt + F4	To close VBA
Alt + F6	To switch between last 2 windows
Alt + F11	To open VBE
Alt + Spacebar	Go to system menu
Alt + Backspace	To undo the last action
Ctrl + E	To Export module
Ctrl + G	Display 'Go to Dialog" box
Ctrl + H	Replace the value
Ctrl + J	List Properties/Methods
Ctrl + L	Show Call Stack
Ctrl + TAB	Go to cycle windows
Ctrl + Shift + I	To Edit Parameter Info
Ctrl + Shift + J	To Edit List Constants
Ctrl + F1	To display or hide the ribbons
Alt + Shift + →	To Group Rows or Columns
Alt + Shift + ←	Ungroup Rows or Columns
Ctrl + Shift + L	To Add/Remove the filter

Important Hot Keys:-

Shortcut Keys					Description
Alt	+	O	+	C,A	To Adjust Column Width to Fit the Content
Alt	+	O	+	C,W	To Adjust Column Width to Specific Value
Alt	+	O	+	R,A	To Adjust Row Height to Fit the Content
Alt	+	O	+	R,E	To Adjust Row Height to Specific Value
Alt	+	D	+	P	To Open Pivot Table wizard
Alt	+	H	+	A,L	Align Left
Alt	+	H	+	A,R	Align Right
Alt	+	H	+	A,C	Align Cight
Alt	+	H	+	A,T	Align Top
Alt	+	H	+	A,M	Align Middle
Alt	+	H	+	A,B	Align Bottom
Alt	+	H	+	W	To wrap the text
Alt	+	H	+	H	Highlight Cell (change cell backgroudn color)
Alt	+	H	+	F,C	Font Color
Alt	+	H	+	F,S	Font Size
Alt	+	H	+	M,M	Merge Cells - Merge
Alt	+	H	+	M,U	Merge Cells - Unmerge
Alt	+	H	+	M,C	Merge Cells - Merge and Center
Alt	+	H	+	M,A	Merge Cells - Merge Across
Alt	+	H	+	M	To merge the text

Shortcut	Description
Alt + H + F,F	To change the font style
Alt + H + F,S	To change the font size
Alt + H + F,P	Fomat painter
Alt + Y + R	To record macro
Alt + M + N	To Open dialog box of Name Manager
Alt + A + V,V	To open Data Validation dialog box
Alt + N + V	To insert the Pivot Table
Alt + N + T	To insert the Table
Alt + N + C	To insert Column chart
Alt + N + B	To insert Bar chart
Alt + N + O	To insert Stock, Surface and Radar chart
Alt + N + N	To insert Line Chart
Alt + N + A11	To insert Area Chart
Alt + N + S,D	To insert Combo Chart
Alt + N + Q	To insert Pie Chart
Alt + N + D	To insert Scatter Chart
Alt + F + N	To open new worksheet
Alt + F + O	To open the file
Alt + F + S	To save the file
Alt + F + A	To Save as the file

Shortcut	Description
Alt + F + H	To share the file
Alt + F + E	To export the file
Alt + F + C	To close the file
Alt + F + D	To check the account
Alt + F + T	To open the Excel options

Shortcuts for Navigating:-

Shortcut Keys	Description
Ctrl + F7	To move window
Ctrl + Shift + _	To remove the outline border around selected cell
Ctrl + 5	To apply/remove strike through formatting
Shift + F6	To move previous pane
F6	To move next pane
Home	Move to beginning of line
End	Move to end of line
Shift + ←	Extend selection left side
Shift + →	Extend selection right side
Shift + ↑	Extend selection up side
Shift + ↓	Extend selection down side
Shift + Tab	Outdent
Alt + Tab	Move to cycle applications
Ctrl + Home	Top Of Module
Ctrl + End	End Of Module
Ctrl + PGUP	Go to top of current procedure in another sheet
Ctrl + PGDN	Go to top of current procedure in another sheet

Shortcut Keys	Description
Ctrl + ←	Move one word to left
Ctrl + →	Move one word to right
Ctrl + ↑	Go to up till the blank cell
Ctrl + ↓	Go to down till the blank cell
Shift + Enter	Enter to Move up

Keyboard shortcuts for selecting rows/column/cell

Shortcut Keys	Description
Ctrl + Shift + &	To place the outline border around selected cell
Ctrl + Shift + *	To insert current time
Ctrl + 9	To hide rows
Ctrl + 0	To hide columns
Ctrl + Shift + (	To unhide rows
Ctrl + Shift +)	To unhide columns
Ctrl + Enter	To fill the selected cell range with the current entry
Shift + Spacebar	To select the entire row
Ctrl + /	To select the array containing the active cell.
Ctrl + Shift + O	To select all cells that contain comments.
Ctrl + \	To select the cells that don't match the formula
Ctrl + Shift +		To select the cells that don't match the formula
Ctrl + [	To select cells directly referenced by formulas in the selection.
Ctrl + Shift + {	To select cells directly/indirectly referenced by formulas
Ctrl +]	To select cells contain formulas directly reference the selection
Ctrl + Shift + }	To select cells directly/indirectly referenced by formulas
Alt + ;	To select the visible cells in the current selection.
Shift + Backspace	To select only active cell
Ctrl + Shift + Spacebar	To select the entire worksheet

Ctrl + Alt + L	To reapply the filter and sort on the current range
Ctrl + C	To copy the selected values
Ctrl + D	To fill down
Ctrl + "	To fill down
F2	To edit active cell
F8	To extend selection mode
INS	Toggle insert mode
DEL	To delete the selected values
Backspace	To delete previous entry
Shift + INS	To paste the data
Shift + Home	Select from start of line
Shift + End	Select till end of line
Shift + PGUP	Select to top of module
Shift + PGDN	Select to end of module
Ctrl + A	To select all data without blanks
Ctrl + F	Find the value
Ctrl + INS	To copy the selected values
Ctrl + Spacebar	Select the complete row
Ctrl + Backspace	Go to delete to start of word
Shift + DEL	To cut the selection

Window shortcut keys:-

Shortcut Keys	Description
	To start the menu
+ R	Run dialog box
+ M	Minimize all
Shift + + M	Undo minimize all
+ F1	To help
+ E	To open Window Explorer
+ F	To find files or folder
+ D	To minimize all open windows and display the desktop
Ctrl + F + F	To Find Computer
Ctrl + F + Tab	To Quick launch toolbar
+ DEL	Cycle through taskbar buttons
+ L	To log off windows
+ P	To start print manager
+ C	To open Control Panel
+ V	To start Clipboard
+ K	To open keyboard properties dialog box
+ I	To open mouse properties dialog box
+ A	To start accessibility options

Workbook shortcut keys:-

Shortcut Keys	Description
Ctrl + F5	XL, Restore window size
Ctrl + F6	Next workbook window
Ctrl + Shift + F6	Previous workbook window
Ctrl + F9	To minimize workbook
Ctrl + F11	To open VBE
Ctrl + Shift + F6	For Previous Window
Alt + Shift + F1	To open new worksheet
Ctrl + O	To open workbook
Ctrl + Shift + Tab	To activate previous workbook
Ctrl + N	To create new workook